

CONSTITUTION AND BY-LAWS OF THE OREGON LEAGUE OF RABBIT AND CAVY BREEDERS

ARTICLE I - NAME

The name of this organization shall be the Oregon League of Rabbit and Cavy Breeders.

ARTICLE II - AFFILIATION

This organization shall be affiliated with and apply for annual charter from the American Rabbit Breeders Association, Inc., adhering to all requirements set forth by the ARBA for charter as a State Association. The OLRCB shall function as a non-profit organization.

ARTICLE III - OBJECT

The object of this Association shall be to promote, encourage, and develop the rabbit and cavy industry in the state of Oregon to the mutual benefit of all concerned.

ARTICLE IV - MEMBERSHIP

Section 1: All membership types are sent to and processed by the Secretary of the OLRCB. Payment of the appropriate dues amount must accompany each application and/or renewal.

Section 2: Each member shall benefit from available club publications which may include newsletter, member directory, web page, e-mail notices and other offerings.

Section 3: Individuals may hold more than one membership type. A member may be included in a family, partner, or vendor membership in addition to holding an individual membership.

Section 4: All individual adult members, except youth (under 19), residing in Oregon, shall have the right to one vote on OLRCB ballot issues and in open membership meetings regardless of the number of membership types that he/she may be included in. Vendor and associate members do not have a voting right.

Section 5: Membership Types:

INDIVIDUAL ADULT - Must be 19 years of age or older and an Oregon resident.

INDIVIDUAL YOUTH - Must be under 19 years of age.

FAMILY - Combination membership consisting of family members residing in Oregon of up to two adults and any number of children. Family memberships shall share a single mailing address for club mailings.

PARTNERSHIP - Two individuals residing in the state of Oregon wishing to jointly raise and exhibit rabbits. Partners may be adults or youth but not combines adult and youth. Partnership members shall share a single mailing address for club mailings.

INDIVIDUAL LIFETIME - The board has the authority to issue lifetime memberships at its discretion.

CLUB - Local and Specialty Clubs within the state of Oregon wishing to affiliate themselves with the OLRCB may apply for a club membership. Each club must hold an ARBA charter. Clubs may elect one representative to serve on the board of the OLRCB and have a right to one vote at board meetings. Member clubs may submit a bid to host the annual state convention and show when called for by the board of directors. Local and Specialty Clubs will be sent renewal applications in December of each year for the following year by the OLRCB Secretary.

ASSOCIATE - Any adult, youth, partnership or family residing outside the state of Oregon may apply as an associate member. Associate members may participate in the sweepstakes contest but may not hold office or vote at meetings or in elections. Associate dues are the same as their in-state equivalent.

VENDOR - Vendors of rabbit and cavy related supplies and/or services may apply for a vendor membership. Vendor memberships have no voting right.

Section 6: Sanction Show Entry Requirements:

For the purpose of calculating sweepstakes points and awards of ARBA legs of grand championship, OLRCB sanctioned show entries must include the names of each individual in a family and partner membership type.

Sweepstakes points will be recorded under the name/s provided by sanctioned show secretaries.

Family entries including youth will not be counted in youth sweepstakes.

Sweepstakes points may be accumulated under partner, family, or individual memberships.

Youth and adults must hold individual memberships and enter as individuals to accumulate sweepstakes points under a single name.

ARTICLE V - OFFICERS

- Section 1: The elective officers of this Association shall be President, Vice-President, Secretary, Treasurer, and six (6) Directors at large. These officers shall be known as the Executive Board. All ARBA chartered clubs that are members of the State Association shall elect annually one (1) Representative to serve on the Board of Directors. The Board of Directors shall consist of the Executive Board and the Club Representatives.
- Section 2: To be eligible for office, any member must be at least eighteen (18) years of age, a resident of the state of Oregon, and a member of the ARBA.
- Section 3: The President, Vice-President, Secretary, Treasurer, and the Directors at Large are to be elected biannually by mail ballot sent out to the entire voting membership. The President, Treasurer, and three (3) Directors are to be elected in even years. The Vice-President, Secretary, and three (3) Directors shall be elected in odd years. The term of the office shall be two years, and each election must be concluded by December 31 of each year.
- Section 4: Each affiliate club shall elect from its membership one Representative to serve a one (1) year term as a voting member of the Board of Directors from January 1 until December 31 of each year. A letter from the Club Secretary must be received by the League Secretary no later than February 1, identifying the Club Representative before the Representative can be recognized as a voting member of the Board of Directors.
- Section 5: Terms of office shall begin on January 1 of each year.
- Section 6: Any vacancies in the Executive Board, shall be filled by appointment of the President, subject to majority approval of the Board of Directors. All Representatives shall be appointed by the appropriate club.
- Section 7: In the event that both the President's and Vice-President's offices become vacant at the same time for any cause, these offices and any remaining offices shall be filled by appointment of the Executive Board, subject to approval by the Board of Directors. These appointments to run for the duration of the respective terms.

ARTICLE VI - DUTIES OF OFFICERS

- Section 1: The President shall prepare a meeting agenda for all Board members to be sent out fourteen days prior to the meeting date. He/she shall act as Chairperson of the Board, perform all other duties as usually pertain to the office and have such powers as may be conferred upon him/her by the Board. He/she may call special meetings or conduct polls of the Executive Board in accordance with the Constitution and By-Laws. He/she shall appoint all committees and serve as an ex-officio member of those committees. He/she shall fill any vacancies in office by appointment, said appointments to be approved by the Board.
- Section 2: The Vice-President shall, at the request of the President, assist the President in his/her duties, and shall perform all duties of the President in the event of his/her absence or disability. In case of vacancy in the office of President, the Vice-President shall succeed him/her in office.
- Section 3: The Secretary shall fill application for annual charter with the ARBA. The Secretary shall receive all membership dues, send out membership cards, and keep membership records. Minutes shall be recorded and maintained by the Secretary or the acting secretary in the secretary's absence. All corrections or additions will be completed at the following meeting. The Secretary shall conduct all correspondence and permanent record keeping for the Association.
- Section 4: The Treasurer shall receive and disperse all moneys of the Association. The Treasurer shall give a quarterly financial report to the membership in the Newsletter. Checks are to be signed by the Treasurer and one other designated officer. The books are to be audited at least once a year by three (3) members appointed by the President.
- Section 5: The Executive Directors shall represent general membership in regularly scheduled and emergency board meetings. Executive Directors shall make themselves available to the general membership for input and feedback regarding member issues and concerns and cast their votes in OLRCB business meetings accordingly. Executive Directors may be called upon by the President to participate in OLRCB committees and special projects.
- Section 6: All authority to conduct the business of the Association is vested in the Board of Directors.
- Section 7: The Executive Board shall conduct all necessary business of the State Association between regularly scheduled Board meetings.

ARTICLE VII - SALARIES OF OFFICERS

Section 1: No member or officer of this State Association shall receive any salary or compensation for the normal conduct of his/her duties to this association.

Section 2: Expenses incurred by a member or officer, by or for this Association may be reimbursed by the Association if approved by the Board.

ARTICLE VIII - WEBMASTER

Section 1: The Webmaster is a unique job description and requires a special talent, education, and experience. This will be a paid position. It is a position that requires an application for any interested applicants. Applicant must be an Oregon League member. The candidate and stipend shall be approved by the Executive Board. The term is one (1) year that goes from January 1 until December 31 of each year.

ARTICLE IX - NEWSLETTER

Section 1: The Newsletter Editor shall be appointed by the President. The Editor shall issue a quarterly Newsletter.

ARTICLE X - MEETINGS

Section 1: This Association shall have one General Membership meeting, to be held at the State Convention Show.

Section 2: The Board of Directors shall meet quarterly. All regularly scheduled Board meetings shall require fourteen (14) days advance notice by mail. Between regular meetings, the Executive Board may conduct routine or special business by mail or phone. Results of business transacted between regularly scheduled meetings by mail or phone shall be published in the minutes of the next meeting.

Section 3: The President or any six (6) Executive Board members may call an emergency Executive Board meeting for the purpose of transacting emergency business. No prior notice is needed. The location may include a conference call. The only business that may be considered at any emergency meeting is that for which it is called.

Section 4: Six (6) members of the Board shall constitute a quorum to conduct all business at any general meeting or Board meeting.

Section 5: Any Resolution or Amendment, except Constitution and By-Laws, proposed in writing and passed by a majority vote at a quorum meeting of this Association, shall take effect immediately. Any member may submit

tot he Secretary a petition of referendum signed by twenty-five (25) percent of the entire voting membership of this Association, requesting that a Resolution or Amendment be submitted to mail vote of the entire membership.

ARTICLE XI - ORDER OF BUSINESS

The order of business at all meetings of this Association shall be:

1. Roll call of Officers and Directors to determine that a quorum exists.
2. Club reports.
3. Request for addition to written agenda.
4. Reading of minutes of previous meeting.
5. Report of Secretary.
6. Report of Treasurer.
7. Report of Board of Directors.
8. Report of Committees
9. Unfinished Business
10. New Business
11. Good of Order
12. Adjournment

Article XII - Discipline

Section 1: The Executive Board of Directors may, by a majority vote, choose to put a current member on a six month probation, expel any member or reject an application for membership or renewal providing charges have been brought by another member. During the time a member is on a six month probation, he/she will be considered to be not in good standing and will lose sweepstakes points that are accumulated during the probation period.

Section 2: A member or individual who is applying for membership against which charges have been brought shall be fully informed by the secretary and given thirty (30) days to respond before action is taken by the Executive Board of Directors. If such person does not respond within thirty (30) days, his/her application for membership will be considered null and void. This individual may reapply for membership after 90 days.

Section 3: Any person expelled or rejected may be eligible for reinstatement after a period of one (1) year, upon the authority of the Executive Board of Directors.

- Section 4: If an officer or director becomes delinquent in his/her dues, he/she shall be notified by the secretary by registered mail and if his/her membership is not renewed within sixty (60) days, the office shall be declared vacant.
- Section 5: If an officer or director does not fulfill his/her duties or shows lack of interest in club matters, he/she will be asked to resign by the President. If he/she fails to do so, the Executive Board of Directors, by a majority vote, shall declare the office vacant. The Executive Board of Directors may, by majority vote, request the resignation of the President if it is felt that the President has not fulfilled his/her duties or shows lack of interest in club matters.
- Section 6: Any member who brings charges against another member must submit to the Executive Board a \$50 fee with the written complaint. If the charges are upheld by majority vote of the Executive Board of Directors, the \$50 will be refunded. If ruling is in favor of the charged member or individual, the \$50 will be forfeited and added to the general fund. Charges brought forward by unanimous decision of the Executive Board against an individual shall be exempt from this fee.
- Section 7: Any member who files charges against another member may not have voting privileges on any disciplinary action against the alleged violator, even though the protestor or plaintiff may be an OLRCB Board member or a Director.
- Section 8: If a protestor is an OLRCB Board Member or a Director, the President may appoint an impartial person from the OLRCB membership over which the protestor preside to vote on the action before the Board. If the complaint is against the President, then the Vice President may appoint such a person.

ARTICLE XIII - AUTHORITY

The interpretation and enforcement of the Constitution and By-Laws, as well as all rules, regulations, and other matters affecting the Association is vested in the Board of Directors. The latest revisions of Robert's Rules of Order shall be considered as the final authority for this Association on all questions not specifically covered by this Constitution and By-Laws.

ARTICLE XIV - AMENDMENTS

Any amendment to the Constitution or By-Laws shall be presented to the Constitution and By-Laws Committee for consideration and recommendation. Any recommended proposed amendment will then be presented to the Board for consideration and recommendations. If the Board recommends the proposed amendment, it shall be presented to the

General membership by mail for a vote. The amendment can only be adopted by a majority vote of the general membership.

BY-LAWS
ARTICLE I - MEMBERSHIP DUES

1. The membership dues fee shall be set by the Board of Directors. It shall be reviewed and revised on a periodic basis to assure financial soundness of the Association.
2. All individual memberships will expire one year from joining. All club memberships will be due January 1 of each year.

ARTICLE II - VOTING PROCEDURE FOR OFFICERS

1. Any eligible member of the Association wishing to be a candidate for office shall send a nominating petition to the Secretary, stating the office for which he/she wants to be a candidate. It must be signed by seven (7) members of the Association and be postmarked no later than October 1.
2. Upon receipt of the petition, the Secretary shall determine if the member is eligible to run for office and notify the candidate. All nominees who do qualify appear on the ballot.
3. If there are no nomination petitions received for a vacant position, the office is declared vacant and Constitutional procedure prevails.
4. The Secretary must prepare and mail by first class an Election Ballot to all voting members no later than November 1. The ballot shall contain the names of all eligible candidates and space for a write-in vote for each office. All ballots must be received by the Election Committee by November 25.
5. In the event that more than three members from the same county are elected to office, which is a violation of ARBA rules, a vote will be taken by the Executive Board to determine which person will take office. In no event shall a candidate fill a position higher than the one for which they were nominated. Any person already holding office has seniority and cannot be removed from office.
6. The President shall appoint an Election Commissioner who is not a candidate for office. The Election Commissioner shall appoint one or more non-candidate assistants to help count the votes and verify the Election Commissioner's report. Return ballots are not to be opened until the Election Commissioner and at least one assistant are present to count the votes. An election report of tabulated voting results, signed by the Election

Commissioner and assistants must be sent to the Officers and Candidates. After counting, all ballots are to be sealed in a labeled, dated envelope, and sent to the Secretary to be retained in the Association files for one year. The Secretary shall report the Officers Election results to the Newsletter Editor for publication in the next newsletter.

ARTICLE III - REFERENDUM VOTING PROCEDURE

See Constitution Article IX, Section V

1. Proposed referendum Resolutions or Amendments may be sent by first class mail or via newsletter to each household with appropriate number of ballots for each eligible voter in that household. Indicated on each ballot will be a return date of twenty days from mailing date.
2. Unless the President appoints an Election Commissioner, the Secretary and one assistant shall count the votes in Referendum Elections and immediately send a signed report of Election results to all the members of the Board of Directors. All ballots are to be sealed in a labeled, dated envelope and retained in the Association files for one year. The Secretary shall report the Referendum vote in the next published Newsletter.

ARTICLE IV - STATE CONVENTION AND SHOW

1. The Association shall have the option to host the annual State Convention. This will be two one day shows.
2. In the event the Board of Directors decides to forgo hosting the State Convention, member Clubs will be asked to present a bid for the show. Bids must be in writing and submitted to the President before April 1 of the year preceding the show. The show will be awarded at the state convention banquet.
3. In the event that no bids are received for the convention, the President shall endeavor to secure one or more bids to be presented to the Board of Directors before the banquet.
4. The host club shall be financially responsible for the State Convention, and is obligated to publicize the show to all association members.
5. When the association is hosting the State Convention the following will apply:
 1. The Show Committee shall be selected by the President.
 2. The Show Committee shall make all decisions pertaining to the show, subject to approval of the Board.
 3. Transfer of funds from the general account to the show account shall be determined by the board. The Show

- Committee shall only spend moneys in the show account.
4. The Show Committee shall not make any ruling contrary to any Association By-Laws or ARBA Show Rules.
 5. There will be a show progress report given to the President when requested. A final report and financial statement, including show book audit, shall be published in the next issue of the Newsletter.

ARTICLE V - COMMITTEES

The President shall appoint any committees he/she deems necessary.

ARTICLE VI - DISSOLUTION

In the event of dissolution of this Association, any and all funds held by this Association shall be divided equally between the two following groups. The American Rabbit Breeders Association Youth Scholarship Fund and the Rabbit and Cavy Division of the Small Animal Committee, Oregon State University Extension, 4-H.

ARTICLE VII - AMENDMENTS

See Article IX, Section V and Article XII of the Constitution.

Articles Adopted:

By-Laws:

Article II - Referendum - Section 1:

First Sentence re-word adopted January 7, 2006

Constitution:

Article IV - Membership - Section 1:

First Sentence re-word adopted April 30, 2006

Article IV - Membership - Section 5:

Add Sentence adopted April 30, 2006

Article XI - Discipline

In entirety adopted April 30, 2006

Article VI - Duties of Officers

Add Sentence to Secretary Section adopted November 1, 2006

Article VIII - Webmaster - Add This Article

In entirety adopted November 1, 2006

SWEEPSTAKES RULES

Oregon League of Rabbit and Cavy Breeders Sweepstakes Contest Show Rules

I - PURPOSE - The Oregon League of Rabbit and Cavy Breeders conducts a yearly Sweepstakes Contest to encourage and promote the exhibition of rabbits and cavies in Oregon.

II - PARTICIPATION - All OLRCB members are eligible for OLRCB sweepstakes contest points at all OLRCB sanctioned shows.

III - LEAGUE OBLIGATION

1. OLRCB shall sponsor Sweepstakes Contests in the following categories: Open Show Rabbits, Youth Show Rabbits, Open Show Fur, and Open Show Cavies, and Youth Show Cavies.
2. Awards shall be given as determined by the Sweepstakes Chairpersons with approval of the Board of Directors.
3. Points shall be computed as per ARBA Sweepstakes Point System:
 - 1st place shall receive 6 points times the number in the class.
 - 2nd place shall receive 4 points times the number in the class.
 - 3rd place shall receive 3 points times the number in the class.
 - 4th place shall receive 2 points times the number in the class.
 - 5th place shall receive 1 point times the number in the class.

In Addition:

- 1 point for each Best Of Breed times the number in the Breed shown.
- 1/2 point for each Best Opposite Sex of Breed times the number in the breed shown.
- 50 points for Best In Show.
- 25 points for Best Reserve In Show.
- 100 points each all breed show shown in at the annual State Convention.

Only the top five animals per show of any exhibitor (including partnerships and family memberships) count for sweepstakes points.

4. The length of each sweepstakes contest year shall be from January 1 through December 31.
5. A list of OLRCB sanctioned shows is published in the League Newsletter and posted on the OLRCB web site. Updates to this list may be obtained from the Sweepstakes Chairperson.

IV - Member Club Obligation

1. Clubs must be a member in good standing with OLRCB in order to sponsor an official OLRCB sanctioned show.
2. Open county fairs and the Oregon State Fair may sponsor an official OLRCB sanctioned show. In these cases, the .05 fee per animal shown (referred to in Article IV, Section 11) would be waived.
3. Closed county fairs may not sponsor an official OLRCB sanctioned show.
4. OLRCB sanctioned shows must first be sanctioned with the ARBA.
5. OLRCB sanctioned shows must be open to all OLRCB members in good standing.
6. Each member club wishing to sanction a show with OLRCB shall request a show sanction from the OLRCB Secretary approximately 30 days in advance of the show date and pay a fee of \$5. This fee must accompany the request. The OLRCB Secretary shall supply an application form for the member club's use. The ARBA sanction number must accompany the request.
7. The official show catalog of the sponsoring member club must contain the following information:

OFFICIAL OREGON LEAGUE OF RABBIT AND CAVY BREEDERS SWEEPSTAKES SHOW

Diana Keefe, Secretary
1381 S. E. 12th Loop
Canby OR 97013
e-mail: dlk422@web-ster.com

Dues: Adult - \$8, Adult Partnership - \$10, Youth - \$5, Youth Partnership - \$7.50, Family - \$10 plus \$1 for each youth under 18 years of age, Vendor - \$10

8. No more than one show per weekend shall receive an OLRCB sanction. An exception to this rule may be made for shows held in conjunction at the same location.
9. All OLRCB sanctioned shows must be held in the State of Oregon.
10. All forms supplied to the sponsoring member club by the OLRCB Secretary must be completed and returned along with copies of all exhibitors' show reports to the OLRCB Sweepstakes Chairperson within 45 days from the close of the show. Failure to report the completed show results on time shall result in negation of all points earned for that show and in one year suspension of the violating club and show secretary receiving an OLRCB sanction for future shows.
11. Each member club sponsoring an OLRCB sanctioned show shall pay .05 for each rabbit/cavy judged in the open, youth, and fur classes. Meat pens, single fryer, breeder's class and non-recognized breeds are exempt.

Payment of the fee must accompany the show report.

12. The Show Secretary failing to meet above requirements, will be suspended from acting as show secretary at Oregon League sanctioned shows for a period of not less than one year.

V - EXHIBITOR OBLIGATION

1. All OLRCB members are required to mark on their entry form that they are OLRCB members.
2. Exhibitor must be an OLRCB member in good standing on the date of the show.
3. Youth members' points will be recorded in the Youth Sweepstakes contest whether their exhibits are entered in separately sanctioned youth shows or in sanctioned open shows.
4. Only single youth members or youth partnerships are eligible for youth sweepstakes. Youth members of family memberships are not eligible to compete in youth sweepstakes. Although they may show in Youth Sanctioned Shows, any points earned will not count in the Youth Sweepstakes or be transferred into the Open Sweepstakes. Youth members of family memberships will only be awarded points from Open Sanctioned Shows, said open points becoming part of the Family Membership total.